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PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
AGENDA
FOR THE REGULAR MEETING OF
MONDAY, JUNE 10, 2019 AT 7:00 P.M.
AT THE
LOWELL CITY HALL
CITY COUNCIL CHAMBERS
SECOND FLOOR
301 EAST MAIN STREET

1. CALL TO ORDER: PLEDGE OF ALLEGIANCE, ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS
 - a. MAY 13, 2019 – Regular Meeting
4. PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA.

IF YOU WISH TO ADDRESS AN AGENDA ITEM, PUBLIC COMMENT FOR EACH ITEM WILL OCCUR AFTER THE INITIAL INFORMATION IS SHARED ON THE MATTER AND INITIAL DELIBERATIONS BY THE PUBLIC BODY. PUBLIC COMMENT WILL OCCUR BEFORE A VOTE ON THE AGENDA ITEM OCCURS.

5. OLD BUSINESS
6. NEW BUSINESS
 - a. Recreational Marijuana - Ordinance Discussion
7. STAFF REPORT
8. COMMISSIONERS REMARKS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
FOR THE REGULAR MEETING OF
MONDAY, MAY 13, 2019 AT 7:00 P.M.**

1. CALL TO ORDER: PLEDGE OF ALLEGIANCE, ROLL CALL.

The Meeting was called to order at 7:00 p.m. by Chair Bruce Barker.

Present: Commissioners David Cadwallader, Amanda Schrauben, Marty Chambers, Colin Plank, and Chair Bruce Barker.

Absent: Commissioner Tony Ellis.

Also Present: Andy Moore with William & Works, Clerk Sue Ullery and City Manager Michael Burns.

2. APPROVAL OF ABSENCES.

IT WAS MOVED BY CADWALLADER and seconded by CHAMBERS to excuse the absence of Commissioner Tony Ellis.

YES: 5. NO: 0. ABSENT: 1. MOTION CARRIED.

3. APPROVAL OF AGENDA.

IT WAS MOVED BY CADWALLADER and seconded by SCHRAUBEN to approve the agenda as written.

YES: 5. NO: 0. ABSENT: 1. MOTION CARRIED.

4. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETINGS.

IT WAS MOVED BY CHAMBERS and seconded by CADWALLADER to approve the minutes of the April 08, 2019 regular meeting as written.

YES: 5. NO: 0. ABSENT: 1. MOTION CARRIED.

5. PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA.

There were no comments.

6. OLD BUSINESS.

a. Airbnb – John Baar – 2179 Gee Drive.

Andy Moore with Williams & Works reviewed the first year of the Airbnb at 2179 Gee Drive. There have been a few complaints filed but we have checked with the Police Chief and found no violations. John Baar's request for more than 5 parking spaces at the property was denied.

b. Recreational Marijuana – Ordinance Discussion.

Andy Moore with Williams & Works went through the memo dated May 6, 2019 which outlined many of the changes and updates they have made to the cities draft recreational marijuana ordinance.

7. **NEW BUSINESS.**

a. **2560 Bowes – Site Plan Review.**

Andy Moore with Williams & Works went through the site plan review for 2560 Bowes Road. Richard Anderson Builders has requested approval of a small utility building located at 2560 Bowes Road. The subject property has an irregular shape with an area of approximately 0.39 acres and is currently zoned I, Industrial. The property is within the Public Facilities district. The building would be used jointly by Lowell Township and Vergennes Broadband. The Zoning Ordinance requires that all buildings and uses except for single-family and two-family residences (and related uses) are subject to site plan review. Due to the quasi-public nature of the facility, there was some debate whether or not site plan review by the Planning Commission was needed. At the previous meeting, the Commission asserted its desire to review the project.

Site Plan Review.

Dimensional Requirements. The lot has an unusual shape and is located on the west side of Bowes Road., just south of Main Street. The building would be located in the southern portion of the property within a utility easement. All applicable setbacks and other dimensional requirements would be met.

Lighting. Lighting is not proposed.

Parking. Parking is not shown on the site plan. There is a parking lot on the Township property to the west, which could also service this building. This should be clarified.

Landscaping. Landscaping is not proposed.

Access. Access is not shown on the site plan. Primary access to the property would likely be derived from the park to the west.

Site Plan Review Standards.

Section 18.09 of the Zoning Ordinance sets forth six standards that must be utilized by the Planning Commission in reviewing site plans. Those standards are as follows:

- A. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site shall be planned to take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this ordinance.

Remarks: All the Commission agreed these standards are met.

- B. Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. Drives, streets and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress/egress points.

Remarks: All the Commission agreed these standards are met.

- C. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area shall be planned to provide a safe and efficient circulation system for traffic within the City of Lowell.

Remarks: All the Commission agreed these standards are met.

- D. Removal or alteration of significant natural features shall be restricted to those areas, which are reasonably necessary to develop the site in accordance with the requirements of this ordinance. The Planning Commission requires that approved landscaping, buffers, and/or greenbelts be continuously maintained to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.

Remarks: All the Commission agreed these standards are met.

- E. Satisfactory assurance shall be provided that the requirements of all other applicable ordinances, codes, and requirements of the City of Lowell will be met.

Remarks: All the Commission agreed these standards are met with the exception of having the Fire Department sign off on the project.

- F. The general purposes and spirit of this ordinance and the Comprehensive Plan of the City of Lowell shall be maintained.

Remarks: All the Commission agreed these standards are met.

IT WAS MOVED BY CHAMBERS and seconded by CADWALLADER to approve the site plan for 2560 Bowes Road with the following conditions included:

1. No Demolition or earthwork shall be undertaken on the site until a building permit has been issued consistent with this site plan approval.
 2. Prior to issuance of any City permits, the applicant shall have paid all application, permit, reimbursable escrow, and other fees related to the request.
 3. The Planning Commission is not going to require landscaping on the site.
 4. If any lighting is desired, the applicant shall submit lighting details to be reviewed and approved by the City Zoning Enforcement Officer.
 5. The applicant shall comply with any requirements from the City's Department of Public Works, City Engineer, Fire Department, or other City officials.
- b. Discussion of Acceptable Building Materials.

The Planning Commissioners, Andy Moore with Williams & Works and City Manager Michael Burns discussed the situation of any applicants submitting a plan to build an unconventional home

and whether the Planning Commission should review the building ordinance and the materials that are allowed. It was a general consensus that the building department has enough authority with their building codes to restrict/deny these situations when they come up and as long as the building code is enforceable, we will leave it alone.

8. **STAFF REPORT.**

City Clerk Sue Ullery stated that Commissioner Tony Ellis stated he would like more discussion on projects that are approved. Commissioner decided to keep these updates under staff reports.

City Manager Michael Burns stated that the Unity School developers have submitted another site project and Andy Moore with Williams & Works needs to sit down with them and discuss some things. Moore will keep the Planning Commission updated.

9. **COMMISSIONERS REMARKS.**

Commissioner Chambers stated Saturday morning, May 18, 2019 at 8:00 a.m., Perry Beachum, Marty Chambers and other volunteers will be putting up the fence at the Oakland Cemetery, so if you can help, please come out.

10. **ADJOURNMENT.**

IT WAS MOVED BY CADWALLADER and seconded by CHAMBERS to adjourn at 7:54 p.m.

DATE:

APPROVED:

Bruce Barker, Chair

Amy Brown, Deputy Clerk

2018

<u>Open Date</u>	<u>Close Date</u>	<u>Address</u>	<u>Name/Business</u>	<u>Subject</u>
01/09/2018	01/09/2018	2535 Gee Drive	Howard Barriger	Finish Basement
01/30/2018	02/12/2018	219 E. Main	National Park Service	Sign Permit
02/07/2018	02/13/2018	621 E. Main	Lowell Methodist Church	Playground Equip.
02/23/2018	02/23/2018	1001 Heffron	Joe Runstrom	Addition
03/15/2018	03/19/2018	2535 Gee Drive	Howard Barriger	Detached garage
3/28/2018		804 Riverside Dr	Gail VanStee	Fence
04/09/2018	08/13/2018	930 W. Main	Betten Baker/Pioneer	New Building
04/11/2018	04/11/2018	517 N. Hudson	Philip Hansen	Renovation
04/23/2018	04/23/2018	624 Lafayette	Anne Dimmick	Deck
04/27/2018	06/15/2018	610 E Main	Brianna & Jacob Furlong	Fence
05/03/2018		722 N Hudson St	Brent & Hannah Sutterfield	Privacy Fence
05/14/18		152 S. Pleasant	Jasmin Bajric (call him Yas)	New bathroom, windows and siding
05/14/18		724 Riverside Dr	John Hruska	Privacy Fence
06/01/18	06/01/2018	1359 Highland Hill	Chris Gonzalez	Deck
06/04/2018	06/05/2018	201 N. Washington	Lowell Church of the Nazarene	Front Steps
06/06/2018	06/07/2018	814 Grindle	Jason Winn	Above ground pool
06/04/2018	06/11/2018	721 E. Main	Roman Tapia	Deck
06/01/2018	06/11/2018	350 N. Center	Laurels of Kent	Awning
06/27/2018	09/26/2018	609 Lafayette	Rachel Devries	Fence
06/28/2018	08/13/2018	104 W. Main	Holly Cooper	Sign
07/02/2018		1301 Sibley St	Luis Luna	Fence
07/09/2018	11/08/2018	511 Avery	Doris Bishop	Fence
07/03/2018	07/30/2018	512 E. Main	FROM	Demo

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2019				
Open Date	Close Date	Address	Name/Business	Subject
01/30/2019	02/05/2019	911 Grindle	Robert & Janet Arbogast	Finish Basement
03/05/2019		901 Bowes	Compass Rose Developments, LLC	New Home
02/06/2019		1400 W. Main	Burger King-Roger Franz with Net Lease Development	Restaurant
03/15/2019	03/15/2019	180 S. Center	Sara Beach	Property improvement- Updating siding on garage, replacing boards on deck and fence
03/18/2019	03/18/2019	268 Elizabeth Dean	Lou Ann Cole- Nephew doing work John Arnst	New garage
04/04/2019	04/04/2019	1401 Sibley St	Andrea Catapano	Updating fence, adding gate, cement & 7x7 rubbermaid shed
04/08/2019		830 N. Washington	Brandon Gessler	Shed
04/04/2019	04/15/2019	2111 W. Main	Fit Body Boot Camp	Sign
04/12/2019	04/12/2019	292 Donna Drive	Donna Tyler	Shed
04/16/2019	04/16/2019	329 N Jefferson	Michael & Jessica Chessen	Fence
04/12/2019	05/01/2019	206 N. Jackson	Tony Ellis	Pole Barn
04/29/2019		219 & 238 High Street	Unity School Investors, LLC	Redevelopment of buildings and property
05/03/2019	05/07/2019	199 Smith Street	Optec Inc.	Fence
05/15.2019		1219 Laurie Gail	Sarah Kelly-Hometown Builders	Fence
05/14/2019	05/20/2019	1371 Highland Hill	Rochel Gridley	Deck
05/14/2019	05/20/2019	1410 W. Main	Midwest Sign-C. Cleaner	Sign

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